

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6266

TITLE: PRINT SHOP OPERATOR I

GRADE: S-14

DEFINITION:

Under supervision, learns to operate and maintain off set presses; operates both digital and analog printing and reproduction equipment; performs binding and finishing; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is apprentice-level skilled printing, binding, and reproduction work.

ILLUSTRATIVE DUTIES:

Learns to operate and maintain offset presses, copiers, duplicators, scanners, cameras, a film processor, a platemaker, a plate processor, a digital prepress, and xerographic equipment;
Learns the negative stripping processes;
Operates cutters, folders, and collators;
Operates drilling and stapling equipment;
Applies GBC (General Binding Company) binding, perfect binding, velo binding, or acco binding as required;
Maintains a record of work completed, labor hours required, and materials used;
Hand-collates sections into completed books;
Inserts tab sheets or pages into newsletters or books;
Packages and labels finished work, and logs it for shipment or customer pick-up.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the operation and maintenance of digital and analog reproduction and binding equipment;
Knowledge of processing plates for the offset press;
Knowledge of print shop operations and procedures;
Ability to perform elementary camera work and film development;
Ability to understand and follow written and oral instructions;
Ability to learn to operate offset press equipment;
Ability to establish and maintain good working relationships with others.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:
Graduation from high school or a G. E. D. issued by a state department of education; PLUS
One year of experience using reproduction and binding equipment.

CERTIFICATES AND LICENSES REQUIRED:

None.

REGRADED:	March 6, 2009
REVISED:	July 18, 1997